



# Request for Reasonable Accommodation



## a. General Information

Name on File \_\_\_\_\_  
Last First Middle

Former Name \_\_\_\_\_  
Last First Middle

E-mail address of record \_\_\_\_\_

Address of Record \_\_\_\_\_  
(address, city, state, zip code)

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

## b. Application Information

Type of application:

- ☐ Geologist-In-Training (GIT) ☐ Professional Geologist (PG) ☐ Professional Geophysicist (PGp)  
☐ Certified Engineering Geologist (CEG) ☐ Certified Hydrogeologist (CHG)

Examination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you taken this examination before? ☐ Yes ☐ No

Were you provided with special accommodations? ☐ Yes ☐ No

If so, please describe: \_\_\_\_\_

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## c. Request for Reasonable Accommodation and Documentation

**Accommodation requests will not be considered without supporting documentation attached.**

Reason for request of Reasonable Accommodation (attach additional sheets as necessary): \_\_\_\_\_

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<b>Definition of Critical Concepts for the Reasonable Accommodation Process:</b>
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**Deadlines for Reasonable Accommodation** - The Board for Geologists and Geophysicists (Board) will accept requests for reasonable accommodation with supporting documentation up to 90 business days prior to the scheduled examination date. Requests for reasonable accommodation received after the deadline must establish the extenuating circumstances in addition to providing reasonable cause with supporting documentation.

**Documentation of Need** – Supporting documentation must be provided on letterhead from the relevant medical professional

**Reasonable Accommodation** - The Board for Geologists and Geophysicists recognizes its responsibilities under Title II of the Americans with Disabilities Act and the California Fair Employment and Housing Act to provide reasonable accommodations to examination candidates with disabilities or specified medical conditions (see Government Code sections 12940 et seq.). However, these laws do not require, and the board will not provide, an accommodation which fundamentally alters the measurement of the knowledge or skills the examination is intended to test, affords unfair advantage to the disabled candidate, compromises examination security, proposes that the board provide personal services and devices, or creates an undue financial and administrative burden.

Nonetheless, all examination sites will be physically accessible to individuals with disabilities and medical conditions, as defined by law (see, for example, Government Code section 12926). A disabled candidate who desires a reasonable accommodation has the responsibility to make the request and provide documentation of the need for reasonable accommodation at least 90 days before he or she can take the written examination. The information supplied to substantiate a candidate's request for an accommodation will be kept confidential to the extent provided by law. The board will evaluate each request individually, in accordance with the applicable law, in order to provide a reasonable accommodation. A request for a reasonable accommodation should be submitted to the board on the form prescribed by the board.

The board's statutory mandate is to protect the public by licensing only those persons who can demonstrate minimum competency. In order to protect the integrity and fairness of the testing process, the board requires documentation of the existence of a disability or condition and how the reasonable accommodation sought is reasonable and necessary to provide the candidate with an equal opportunity to exhibit his/her knowledge, skills and ability through the examination.

**Religious convictions** - Examinees who prefer to test on a different date due to religious convictions must submit supporting documentation on official letterhead from your religious organization.

I certify under penalty of perjury and under the laws of the State of California that all statements furnished in connection with this application are true and correct.

Name (typed or printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant)

**Address all communications regarding your application to:**

**Attention: Professional Standards Unit, Examination Administration  
Board for Geologists and Geophysicists  
1625 N. Market Blvd. Suite N-324  
Sacramento, CA 95834**

GE-305-A (03/08)